



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
2d ENGINEER BRIGADE
724 POSTAL SERVICE LOOP #5000
JOINT BASE ELMENDORF-RICHARDSON, ALASKA 99505-5000



APVR-ENG-CO

23 September 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #3 (Equal Employment Opportunity (EEO) for Civilian Employees)

1. References.

- a. AR 600-20, AR 690-12 and AR 690-600.
- b. USARAK CG Policy #0-03, Equal Employment Opportunity (EEO) for Civilian Employees, dated 12 Aug 10.

2. Purpose. The purpose of this memorandum is to set policy for 2d Engineer Brigade regarding EEO for appropriated and non-appropriated civilian employees and applicants seeking employment.

3. General. This policy applies to Soldiers, their Family members, civilian employees, and contractors assigned or attached to or employed by 2d Engineer Brigade and tenant organizations or activities.

4. As the Commander of 2d Engineer Brigade, I am fully committed to EEO for appropriated and non-appropriated civilian employees and applicants seeking employment. Everyone should have the opportunity to rise to their highest level of potential and work in an environment where all can fully contribute to accomplish the 2d Engineer Brigade mission.

5. Equality is a fundamental principle of our Nation and the U.S. Army. EEO laws, executive orders, and regulations are designated to assure that opportunities in employment-related areas are based on merit without regard to race, color, religion, gender, age, national origin, parental status, or disability. Prohibited discriminatory practices, including sexual harassment and reprisal, are absolutely unacceptable and will not be tolerated.

6. EEO is a command program that collectively involves everyone. Managers and supervisors in the 2d Engineer Brigade have a continuing responsibility to contribute to the program by ensuring equity in retirement, hiring, awards, training, promotions, evaluations, discipline, and other personnel actions that affect civilian employees. Employees have a continuing responsibility as well to treat others with dignity and respect, act appropriately and refrain from prohibited forms of harassment. Everyone is responsible for maintaining a harassment-free work environment.

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7. I am dedicated to a proactive and results-oriented EEO program. I recognize the value of a diverse work force and resolving EEO concerns expeditiously and at the lowest possible level.
8. I expect full support of my EEO policy from every commander, supervisor, manager and employee in the 2d Engineer Brigade Family.
9. The point of contact for this policy is Brigade S1 @ (907) 384-3558.

THOMAS J. ROTH
COL, EN
Commanding

DISTRIBUTION:
2d Engineer Brigade Command Teams